

TABLE OF CONTENTS

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) POLICY MANUAL

Chapter 900 - The Virginia Initiative for Employment Not Welfare Program
(VIEW)

Participation	901.1
Exemption Criteria	901.2
Responsibilities of the Eligibility Worker	901.3
Responsibilities of the VIEW Worker	901.4
Participation and Cooperation Requirements	901.5
Sanctions	901.6
VIEW Payment Calculation	901.7
Vehicle Value Limit (Obsolete)	901.8
Twenty-four Month Limit for TANF Eligibility	901.9
Notice and Appeal of the Time Limit	901.10
Period of Ineligibility	901.11
Transfers	901.12
Transitional Benefits	901.13
Full Employment Program	901.14
Appendix I - TANF VIEW Grant Calculation	
Appendix II - VIEW Grant Calculation	
Appendix III - Federal Poverty Level	

The Virginia Initiative for Employment not Welfare Program (VIEW) is a program of employment opportunities to assist individuals in attaining the goal of self-sufficiency.*

The program goals are to offer Virginians living in poverty the opportunity to:

- * To achieve economic independence by removing barriers and disincentives to work and by providing positive incentives to work;
- * To provide work skills necessary for self-sufficiency;
- * To allow families living in poverty to contribute materially to their own self-sufficiency;
- * To set out the responsibilities of and expectations for recipients of public assistance;
- * To obtain work experience through the Virginia Initiative for Employment Not Welfare (VIEW).

NOTE: All policy in this manual also applies to VIEW participants except for the specific differences indicated below.

901.1 PARTICIPATION - As a condition of eligibility, each recipient of TANF and TANF-UP must participate, as required in VIEW, unless otherwise exempt.

The eligibility worker in the local agency must determine which applicants and recipients are not required (exempt) to participate and which are required to participate (non-exempt). The eligibility worker will refer to the VIEW Program a non-exempt individual at the time of application approval or when an individual's VIEW status changes. Any previous or existing registrations or participation under another category of assistance no longer apply.

NOTE: JOINT TANF AND FOOD STAMP APPLICATIONS: In situations requiring joint processing of TANF and Food Stamp applications, the work registration form or affidavit, whichever is appropriate, is to be used for food stamp purposes in the event that the TANF application is denied. (Refer to Volume V, Part VIII, A. of the [Food Stamps Certification Manual](#).)

901.2 EXEMPTION CRITERIA - An applicant/recipient of TANF or TANF-UP must participate in the VIEW Program unless the individual meets one of the following exemption criteria:

- A. Any individual, including minor caretakers under **18** years of age.
- B. Individuals at least **18**, but no more than 19 years of age, who are enrolled full-time in elementary or secondary school, including vocational or technical school programs. The vocational or technical school must be equivalent to secondary school.

- C. Individuals unable to participate because of a temporary medical condition that prevents entry into at least 8 hours per week of employment or training, as determined by a physician or other qualified professional. (The Virginia Code Section 8.01-581.1 defines physician as "a person licensed to practice medicine or osteopathy in this Commonwealth..." This definition of physician applies in exemptions F and H below also.) The individual must provide the local agency a written statement from the physician to specify that he is incapacitated, the nature and scope of the incapacity, including abilities and limitations of the individual, and the duration of the incapacity. If the individual does not have a physician, the agency will arrange for the individual to receive an evaluation from a physician. (The Medical Evaluation Form (032-03-654) is to be used for this purpose). If unable to secure a medical evaluation, refer the individual for VIEW participation and further evaluation will occur as part of the VIEW assessment. VIEW funds may be used to evaluate the exemption from VIEW.

If the physician indicates that the individual is able to participate in employment or training but is limited in the types of activities that can be performed, the individual cannot do work activities full-time, is limited in the types of activities the individual can do, or the hours in which individual can do them the eligibility worker must refer the individual for participation in VIEW and share the information with the ESW so suitable accommodations can be arranged. The employment services worker must work with the individual to find suitable work activities, taking into account any limitations indicated by the physician. The agency shall ensure that reasonable accommodations are made.

If the individual is unable to participate because of a temporary medical condition that prevents entry into at least 8 hours per week of employment or training, the eligibility worker must reevaluate the exempt individual's incapacity at the time prescribed by the medical statement.

If there are two parents in the assistance unit and one parent meets this exemption, the case is a TANF case rather than a TANF-UP case.

- D. Individuals who are incapacitated, as determined by receipt of Social Security Disability benefits or Supplemental Security Income. The eligibility worker must refer persons with a permanent incapacity to vocational rehabilitation using the Referral to Rehabilitative Services form (032-03-302). Only one referral is necessary and no follow-up is required. This exemption cannot be granted to either parent in a TANFUP case. If there are two parents in the assistance unit and one parent meets this exemption, the case is a TANF case rather than a TANF-UP case.
- E. Any individual 60 years of age or older.
- F. An individual who is needed on a substantially continuous basis to care for a member of the household. The household member must have a verified disability. The individual must have caretaking needs that prevent the individual

from participating in work activities. "Caretaking needs" that prevent the caregiver from participating in work activities include the need for attendance, supervision and home care, and other needs related to the household member's disability. A physician must verify the household member's condition, and the need for the individual to be available on a substantially continuous basis. If the documentation does not result in exemption from VIEW, the documentation must be forwarded to the VIEW worker.

- G. A parent or caretaker/relative of a child under eighteen months of age who personally provides the care for a child.
In a double caretaker assistance unit in which one parent is incapacitated, the eligibility worker must refer the other caretaker for participation unless he can provide a written doctor's statement indicating that the incapacitated caretaker is unable to care for the child under eighteen months.

When the minor parent and her child are included in the same unit with the minor's parent, only one of these individuals can receive this exemption on the basis of caring for the minor's child. The individual who is actually providing care will be exempt.

NOTE: A parent who gives birth to a child subject to the family cap provision (refer to Section 201.12) may be granted a temporary exemption of not more than six weeks after the birth of the child.

- H. A female who is in her fourth through ninth month of pregnancy as evidenced by a written medical statement provided by a physician, a registered nurse who is the physician's designee, or a licensed nurse practitioner.*
- I. A child receiving Title IV-E Foster Care.
- J. Any member of an assistance unit where the primary caretakers of a child or children are grandparents, foster parents or other relatives of specified degree who are not the adoptive or biological parents of the child.

NOTE: Unlike the Employment Services Program where a person whose needs were removed from the grant is not required to participate, in the VIEW Program a parent whose needs are removed from the grant must participate, unless otherwise exempt. Reasons why the parent's needs have been removed from the grant include, but are not limited to, noncooperation with DCSE, disqualification for IPV violation, convicted drug felon, or failure to provide a Social Security Number. In addition, a parent whose needs are not included in the grant due to the stepparent deeming requirements, 305.4.F., or due to the sponsored alien deeming requirements, 305.4.D., must participate in VIEW, unless otherwise exempt. A parent who does not meet TANF categorical requirements (e.g., - parent is an SSI recipient or a parent who is a convicted offender serving his sentence while still living in the home) is not required to participate in VIEW.

* Code of Virginia, §63.2-609

TANF-UP - In a TANF-UP case, both parents must be referred for participation, unless one meets an exemption; only one parent can be exempt. If both parents meet an exemption criterion, they must decide who will be referred for participation. If the household's situation changes and the recipients wish to change the VIEW participant, they may do so upon request and after advisement from the ESW or EW. Exception: The recipients may not switch VIEW participants in order to avoid or cure a sanction.

When both parents are under the age of 18 they are exempt. However, they may volunteer until they attain the age of 18.

Volunteers - Recipients who are exempt from VIEW may volunteer to participate in VIEW. Recipients of SSI benefits are ineligible for inclusion in the TANF assistance unit; therefore, they cannot volunteer to participate in VIEW. The eligibility worker must advise all volunteers that once they enter VIEW by signing the Agreement of Personal Responsibility they **have the same rights and responsibilities as** mandatory participants. **As voluntary participants, however, they can withdraw from the VIEW program without penalty at any time within the twelve-month trial period and therefore cannot be sanctioned for failure to comply with VIEW program requirements unless they elect to continue in the VIEW program after the twelve-month trial period.** If the volunteer cannot meet his obligations, the worker should discuss with the volunteer the option of ending VIEW participation by becoming exempt. A former VIEW volunteer whose TANF case is closed may reapply for TANF and, assuming he continues to be exempt from VIEW, he may once again volunteer to participate in VIEW with a new twelve-month trial period; however, he must not be referred to VIEW nor can he receive the VIEW enhanced disregards until his new TANF application has been approved.

Non-parent caretakers who meet the financial requirements of Section 304.2 and are included in the assistance unit may volunteer to participate in VIEW. They may continue to be eligible until their monthly income exceeds the current poverty level for one person.

901.3 RESPONSIBILITIES OF THE ELIGIBILITY WORKER - Regarding VIEW, the eligibility worker must:

- A. Explain the exemption criteria to all applicants at application and to recipients at redetermination, and their obligation to report changes affecting their status. The recipient must provide information and verify all reported changes in exemption status. The eligibility worker must change the exemption status in the month in which the change is verified. Note: Changes that result in a status change from exempt to non-exempt which are reported late, do not constitute an overpayment.
- B. Screen for VIEW status and refer recipients for VIEW participation, when appropriate, and use the appropriate system VIEW status codes (Refer to ADAPT field help on AEGNFS).
- C. Explain the requirements of the VIEW Program and the related supportive services to all applicants/recipients at application and redetermination. Information should also cover the transitional child care, transitional transportation, and transitional Medicaid benefits available when the TANF case closes. All applicants and recipients, including non-parent caretakers in the assistance unit, who are not mandatory must be offered the opportunity to volunteer for the VIEW Program.

- D. Advise all applicants/recipients of the sanctions/penalties that apply for failing/refusing to participate in VIEW, without good cause. The VIEW worker will evaluate good cause.
- E. Refer those individuals who have been determined to be exempt from participation on the basis of incapacity to the appropriate state vocational rehabilitation agency using the Referral to Rehabilitative Services Form. The eligibility worker should provide available medical and other appropriate information with the referral.
- F. Review the individual's exempt/non-exempt status when changes are reported and as a part of the TANF eligibility redetermination process, unless the eligibility worker determined the individual to be 60 years old or older, or permanently incapacitated.
- G. Advise applicants/recipients who are exempt from VIEW that they may volunteer to participate in VIEW, **unless they are SSI recipients. Advise all volunteers that once they enter VIEW by signing the Agreement of Personal Responsibility that they have the same rights and responsibilities as mandatory participants. As voluntary participants, however, they can withdraw from the VIEW program without penalty at any time within the twelve-month trial period and cannot be sanctioned for failure to comply with VIEW unless they elect to continue in VIEW after the end of the twelve-month trial period.**
- H. Make appropriate changes in the computer system which affect the individual's VIEW status. The VIEW worker will be notified via the computer system of these changes. This includes, but is not limited to, the individual's:
1. Being removed from the assistance unit;
 2. Obtaining employment;
 3. Losing his employment;
 4. Changing his exemption status (e.g., changing from exempt to non-exempt and vice versa);
 5. Moving from one locality to another; or
 6. Having a VIEW sanction lifted when advised by the VIEW worker or when a sanctioned individual becomes exempt after the minimum sanction period has elapsed.
- I. Upon notification from the VIEW worker indicating that a non-exempt individual claims to be exempt, verify the exemption claim and notify the VIEW worker of the findings within thirty (30) days. If the eligibility worker is unable to verify an exemption claim, the individual will continue in non-exempt status in VIEW until verification is received.
- J. Sanction the TANF case by suspending the grant based on the VIEW worker's recommendation.
- K. Close the TANF case upon receipt of information from the VIEW worker that the recipient has refused to sign the Agreement of Personal Responsibility.
- L. Obtain verification and impact the assistance payment when a recipient obtains employment.

- M. Send the Advance Notice of Proposed Action to the recipient at least sixty days prior to the case termination effective date when the 24-months time limit is to expire.
- N. Upon notification from the VIEW worker indicating that the VIEW participant is being placed in a Full Employment Program (FEP) placement, suspend the TANF payment per 901.14. The eligibility worker must conduct a prospective determination of eligibility in the last month of the FEP placement.

901.4 RESPONSIBILITIES OF THE VIEW WORKER - The VIEW worker must:

- A. Have the recipient sign the Agreement of Personal Responsibility.

Note: Explain IPV (Intentional Program Violation) reporting requirements and penalties to the participant. Have the client sign the Notice of Intentional Program Violation Penalties. This form may be located on the local agency DSS Intranet site (www.localagency.dss.state.va.us). Give a copy to the client and place a copy in the VIEW record. See Section 102.*

- B. Enter the date that the Agreement of Personal Responsibility is signed in ESPAS on the VIEW assessment record.

NOTE: This trigger will start the participation counter in VACIS that tracks the 24 months of TANF eligibility.

- C. Advise the eligibility worker of the non-exempt recipient's refusal to sign the Agreement of Personal Responsibility, if applicable.
- D. Determine in which component(s) an individual must participate and whether he complies.

The VIEW Program consists of the following components listed in priority order:

- 1. Unsubsidized private sector employment - full, part-time, or temporary;
 - 2. Subsidized full-time employment (Full Employment Program);
 - 3. Community work experience - jobs selected to provide the recipient with skills and serve a useful public purpose.
- E. Report to the eligibility worker, within five working days, any changes which financially impact the recipient, which have occurred in the VIEW activities of the TANF or TANF-UP recipient such as securing of employment or entering the Full Employment Program.
 - F. Advise the eligibility worker that a case is to be sanctioned and the appropriate sanction period.
 - G. Advise the eligibility worker when participation begins again so the eligibility worker knows when to remove the sanction.

* 2002 Acts of Assembly, Item 362

- H. Notify the eligibility worker of changes associated with FEP participation that require action. Changes may include initiation of a FEP stipend, issuance of a supplemental payment to the participant, issuance of a replacement check to the employer, or evaluation of continuing eligibility upon termination of the placement. Notification is sent using the FEP Communication Form (032-03-655). The form is available online and may be sent by email. The online version can be accessed on the intranet at <http://www.localagency.dss.state.va.us/divisions/bp/tanf/forms.cgi>.
- I. Inform VIEW participants that they have a right to request screening at any time if the individual suspects that he or she may be having difficulty at an assigned activity as the result of a disability, and if the screening indicates that the individual is likely to have such a problem, he or she has the right to be referred for an assessment by a qualified professional to determine whether the individual does have such a problem.
- J. Inform VIEW participants that screening and assessment to identify disabilities and other barriers to program participation are voluntary.
- K. Inform VIEW participants that they have a right to meet with the VIEW worker to discuss the need to revise the Activity and Service Plan to reflect disabilities, or those of household members that affect the ability to engage in work activities or require accommodations.
- L. Inform VIEW participants that they have a right to an Activity and Service Plan that includes the supports, services and any needed accommodations that will be provided to the individual that will enable the individual to participate in work activities or other program requirements.

901.5 PARTICIPATION AND COOPERATION REQUIREMENTS

- A. Agreement of Personal Responsibility - As a condition of eligibility, all non-exempt individuals must sign a written Agreement of Personal Responsibility. A new Agreement must be signed at the initial VIEW assessment and upon re-referral following a reapplication or a period in which the individual is exempt. An individual is considered a VIEW participant when the Agreement of Personal Responsibility has been signed. The agreement will, at a minimum, explain the 24-month time limit and that it is the participant's responsibility:
1. To seek employment to support his own family.

2. To participate in assignments made by the case manager.
 3. To notify the case manager of any change in the participant's circumstances which would impact the participant's ability to satisfactorily participate in the program.
 4. To accept a job offer. Refusal to accept a job offer may result in a sanction if so determined by the VIEW worker.
 5. To arrange and find transportation and day care. The case manager will assist the participant if he has tried, but has been unable to find transportation or day care.
- B. An individual will be considered as participating in VIEW until such time as a notice is received from the VIEW worker that he has failed or refused to participate. If an individual fails/refuses to participate/cooperate, without good cause, the case is not eligible to receive a grant.
- C. Refusal to Sign the Agreement of Personal Responsibility - If the VIEW worker advises the eligibility worker that a mandatory individual has refused to sign the Agreement of Personal Responsibility, the TANF case must be closed as soon as administratively possible. Refusal to sign the Agreement of Personal Responsibility means overt refusal to sign or failing to appear without good cause, for an initial assessment interview in which the Agreement of Personal Responsibility was to be signed.

Upon a subsequent re-application for TANF the applicant(s) determined to be VIEW mandatory must sign the Agreement of Personal Responsibility before the initial payment is issued. If the Agreement of Personal Responsibility has not been signed within the application processing time frame (refer to Section 401.1.E), the TANF application must be denied.

Countable earnings must be screened in accordance with policy in Section 305, and the VIEW grant calculation is applicable beginning the month following the month the Agreement is signed.

Either the eligibility worker or the VIEW worker may obtain the applicant's signature on the Agreement.

901.6 SANCTIONS - Participants who fail to participate in the VIEW Program will be sanctioned by suspending the full amount of the TANF payment for the period of time specified below.

- A. The VIEW worker must advise the eligibility worker of the decision to sanction and the sanction count.
- B. The eligibility worker is to sanction the participant unless otherwise advised by the VIEW worker. **If the eligibility worker is aware of a reason related to a disability of the recipient or a household member that prevented participation in VIEW, the eligibility worker must advise the VIEW worker so that the VIEW worker can re-evaluate the sanction. If the VIEW worker determines that a disability prevented participation in VIEW, he must advise the eligibility worker to not impose the sanction or to lift the sanction.**

1. If the eligibility worker is aware that the participant might have been exempt during the required participation time, the eligibility worker must advise the VIEW worker.
2. The VIEW worker is responsible for making the final decision as to whether to proceed with the sanction.
3. When an individual becomes exempt during a sanction period, the eligibility worker must wait until the minimum sanction period has elapsed before removing the sanction. **However, if the basis for the exemption is a determination that the person has a disability or language barrier that prevented the person from participating in VIEW, the eligibility worker must provide the information to the VIEW worker for further evaluation. If the VIEW worker determines that the disability or language barrier was the reason for the participant's sanction, the sanction must be lifted immediately. In addition, that sanction will not count toward the individual's overall sanction count.**

Exception: The eligibility worker will not impose the first sanction if the participant obtains and provides verification of full time employment (at least 30 hours per week) prior to the effective date of the proposed sanction. The eligibility worker must advise the VIEW worker of this information.

- C. The eligibility worker must apply the sanction effective the month following the month in which they receive notice to sanction, if administratively possible. If this cannot be done, the action must be taken for the second month. The eligibility worker must mail the Advance Notice of Proposed Action as soon as possible after receipt of the Notice to Sanction. The advance notice must indicate the duration of the sanction.
- D. The sanction time frames are as follows:
 1. For the first sanction the grant will be suspended for a minimum of one month or until failure to participate ceases, whichever is longer.
 2. For the second sanction, the grant will be suspended for a minimum of three consecutive months or until failure to participate ceases, whichever is longer.
 3. For the third and subsequent sanctions, the grant will be suspended for six consecutive months or until failure to participate ceases, whichever is longer.

In determining the length of time that the sanction will be imposed, if the VIEW worker determines that a previous sanction was due to an unaccommodated disability which prevented compliance, the current sanction should be imposed as if the previous sanction had not occurred. For example, if this would

have been the second sanction but the VIEW worker determines that non-compliance with program requirements that resulted in the first sanction was the result of a disability, the second sanction will be treated as if it is the first sanction and the penalty for a first sanction will be applied.

- E. While a grant is suspended for a sanction period, the assistance unit members are considered TANF recipients for all other purposes. The time clock for VIEW participants continues during the sanction.
- F. The VIEW worker will advise the eligibility worker of the date the individual began to comply. The sanction is to be removed effective the date he began to participate. If participation begins after the fixed period, the grant will be prorated for the month in which he begins to participate.
- G. A sanction is removed when the sanctioned individual becomes exempt after the minimum sanction period has elapsed. Once the exemption is verified, the sanction is to be removed effective the date the exemption change is reported. Late reporting of an exemption change does not constitute an underpayment.

Exception: When the VIEW worker determines that the non-compliance with program requirements that resulted in the sanction was the direct result of a disability, the need to care for a household member with a disability, or barriers to employment related to limited English proficiency, the VIEW worker will notify the eligibility worker, who will immediately lift the sanction, reinstate benefits, and enter the sanction exemption information into the computer system.

- H. Sanctions and Reapplication - If the sanction is in the fixed period when the case closes, the sanction resumes at approval at the point it left off when the case closed.

Example - The second VIEW sanction was imposed effective January 1, 1996. Customer requested that her AFDC case be closed effective January 31, 1996. Customer reapplied for TANF in June 1996, and the application was approved July 12, 1996. The customer is VIEW mandatory. The second month of the fixed period resumes with July 1996.

If the TANF case closed during a sanction after the fixed period, the case is sanctioned at reapproval until the eligibility worker is notified by the VIEW worker that the client has complied.

In both sanctions, the time clock for the twenty-four month time limit resumes at reapproval.

When a sanctioned individual moves from one case to another, the sanction continues uninterrupted, **unless the VIEW worker determines that the non-compliance with program requirements that resulted in the sanction was the direct result of a disability, the need to care for a household member with a disability, or barriers to employment related to limited English proficiency.**

- I. VIEW Appeal Procedures - The following procedures must be followed at all appeals involving VIEW Sanctions:
1. A representative from the Employment Services Program Service Staff (VIEW) must be present during the pre-hearing conference and the appeal hearing.
 2. The eligibility worker must notify the Employment Services Program staff of the date and time for the pre-hearing conference. The hearing officer will notify Employment Services Staff of the date and time of the appeal hearing.
 3. The summary of facts must be prepared jointly by the Eligibility Staff and Employment Services Staff to ensure that both ESP eligibility and participation issues are stated in the summary.
 4. If the appeal is filed timely and benefits continue pending the hearing decision, the sanction must be imposed as soon as administratively possible when the decision sustains agency action. There is no overpayment in this situation.

901.7 VIEW PAYMENT CALCULATION - To reward work, a VIEW participant may earn up to the assistance unit's federal poverty level (or up to 150% of the federal poverty in the case of TANF-UP households) and remain eligible for TANF for up to twenty-four months from the date that the initial Agreement of Personal Responsibility is signed.

- A. The VIEW payment calculation applies to the following:
1. Unsubsidized employment and,
 2. On the job training or subsidized training listed in [Chapter 1000](#), Section 7.C.4.
- B. This calculation does not apply to the following:
1. FEP Program in [Chapter 1000](#), Section 7.C.2, and
 2. Hardship cases (Section [901.9](#)).

The VIEW payment calculation differs from the grant calculation located in [Appendix 3](#) to 305.

An individual who is working when they sign the Agreement of Personal Responsibility is entitled to the VIEW earned income calculation the month following the month in which they sign the Agreement. If it is not administratively possible to impact that payment, a supplement must be issued.

For those VIEW participants who obtain unsubsidized employment during VIEW participation, the VIEW earned income calculation is to be used for grants effective the month following the month when employment begins. If it is not administratively possible to impact that payment, a supplement must be issued.

VIEW participants do not have earned income screened at 185% and the standard of assistance. They may receive the standard deduction **from gross income and 20% of the remainder ***, and child or adult care costs as disregards.

To calculate the VIEW payment (TANF grant), the eligibility worker must follow the steps in [Appendix 1](#) to this chapter. The TANF Match Payment is not considered in calculating the VIEW payment.

See Chapter 900, [Appendix 1](#) for the VIEW Grant Calculation, [Appendix 2](#), for VIEW Income Examples, and [Appendix 3](#) for the Federal Poverty Level table.

A TANF recipient who enters the VIEW program erroneously, i.e., the recipient did not report earnings that he received or expected to receive prior to entering VIEW that would have made the case ineligible for assistance using the 185% and standard of assistance income screenings, must have continuing eligibility determined by using 185% and standard of assistance screenings (see Section [305.1.A.](#)) If the case does not pass the 185% and standard of assistance screenings, the case must be closed as soon as administratively possible. If the case is eligible at the standard of assistance screening, the VIEW grant calculation is appropriate for the month following the month in which the earnings were reported to the agency. Overpayments should be calculated per 503.7.

Note: For a case that contains an individual who is a VIEW participant, the VIEW grant calculation applies to the total countable earnings of all required assistance unit members.

901.8 VEHICLE VALUE LIMIT - Repealed effective December 1, 2003.

901.9 TWENTY-FOUR MONTH LIMIT FOR TANF ELIGIBILITY - An assistance unit participating in the VIEW Program is limited to twenty-four months of TANF eligibility. The twenty-four months of eligibility is an accumulated period of time, which includes any month that an individual was a mandatory participant on the first day of the month. The time clock is counted automatically by ADAPT, triggered by the date the Agreement of Personal Responsibility is signed and entered by the **eligibility** worker.

A month in which the TANF grant is suspended is counted as a month of participation. When a mandatory VIEW participant becomes exempt, the case is placed in inactive status, or the TANF case closes, the 24-month count stops. If a TANF case closes with months remaining in the 24-month period, the count will resume at the point it stopped, when a new TANF application has been approved and a new Agreement of Personal Responsibility has been signed.

An assistance unit that had time left on the clock when the TANF case closed begins a new twenty-four month period if the assistance unit did not receive TANF for at least twenty-four months after case closure or twenty-four months after termination of transitional Medicaid or transitional transportation, whichever is latest. Sanctions will not carry over into a new twenty-four month period.

Hardship Exception to the Twenty-Four Month Time Limit: The VIEW worker may grant a hardship exception according to the hardship criteria found in Section 1000. The VIEW worker must notify the eligibility worker when the hardship exception is to end, allowing time for the ten-day Advance Notice of Proposed Action to be mailed by the eligibility worker to the participant. The eligibility worker must close the TANF case. A hardship exception is an extension of the time limit and cannot be granted during the period of ineligibility (see 901.11).

A TANF case that is granted a hardship extension is not eligible for the VIEW grant calculation. (See 901.7.)

Time Limit Rules for Two-Parent Cases:

1. When a parent leaves an assistance unit **for any reason, the time on the case clock remains with the existing case. If the parent who left the assistance unit applies for his/her own TANF case, the count on the clock from the previous case will follow and the same months on the clock will remain in place for the parent who remains in the home.**

Example: Mr. and Mrs. X and their children receive TANF-UP. Mr. X enrolled in VIEW in December, and the VIEW clock started in January. In June, Mr. X moved out along with one child, and applied for TANF for himself and the child. The VIEW clock for Mrs. X is 6 and Mr. X's VIEW clock is also 6.

2. When one parent leaves, the children are subject to the time limit and period of ineligibility of the parent with which they reside.
3. When one parent leaves, a VIEW sanction remains with the individual who caused the sanction.
4. When a parent is added to a TANF case with an existing time clock, he is subject to the clock of the case.

Example 1: Mr. and Mrs. Y receive TANF-UP and have 6 months on their VIEW clock. Mr. Y leaves the household and moves in with Ms. A, who is a VIEW participant with a VIEW clock of 10 months. Mr. Y is now subject to the VIEW clock of 10 months.

Example 2: Mr. and Mrs. Y receive TANF-UP and have 6 months on their VIEW clock. Mr. Y leaves the household and moves in with Ms. A, who is a VIEW participant with a VIEW clock of 3 months. Mr. Y is now subject to the VIEW clock of 3 months.

5. When a parent is added to a TANF case without an existing time clock, the case he joins is subject to the clock count at the point he left the previous case.

Example: Mr. and Mrs. Y receive TANF-UP and have 6 months on their VIEW clock. Mr. Y leaves the household and moves in with Ms. A, who is exempt from VIEW and does not have a VIEW clock. Because the case he is joining does not have a VIEW clock, the new case is subject to the VIEW clock of Mr. Y and Ms. A and Mr. Y are now subject to a VIEW clock of 6 months.

901.10 NOTICE AND APPEAL OF THE TIME LIMIT* - ADAPT will generate an Advance Notice of Proposed Action at the beginning of the twenty-second month of VIEW participation and will be sent to the local agency for mailing to the recipient. The notice must be mailed, or available at the local agency in the case of an assistance unit which is homeless, at least sixty (60) days before the effective date of the action, excluding the date of mailing and the effective date, to terminate the TANF case due to the twenty-four month time limit. The notice shall also inform the participant of the circumstances which constitute a hardship exception and how to apply for one. **In addition, the VIEW worker must make a good faith effort to inform the person verbally.**

If a case is not in approved status in the system on the first of the month of month twenty-two, the eligibility worker must send a manual Advance Notice of Proposed Action. This notice must inform the recipient that financial assistance is scheduled to terminate due to the twenty-four month time limit and that they and their family will be ineligible for financial assistance for at least twenty-four months after termination of TANF or termination of transitional Medicaid or transitional transportation,* whichever is later. Information regarding circumstances which constitute a hardship and how to apply for one must also be provided.

If an applicant is reapplying for TANF, and has already received a 60-day notice, the agency must note the number of remaining VIEW months on the Notice of Action to approve the case.

In the event the notice is not issued in a timely manner, the agency must not close the case due to the 24-month time limit until the full 60-day advance notice period has expired. Any benefits received after the 24th month are an overpayment and must be recovered.

If a hearing is requested prior to the effective date of the proposed change to terminate benefits due to the 24-month time limit, a participant appealing such change shall have the right to continued direct payment of TANF benefits pending final administrative action on such appeal.

Termination of financial assistance due to expiration of the time limit is the only circumstance which requires a 60-day notice. For any other action, adhere to policy found at manual sections 401.1-401.6 regarding notification.

* Code of Virginia, §63.2-612

901.11 PERIOD OF INELIGIBILITY - The VIEW participant and all of his natural and adopted children are ineligible for TANF for a period of twenty-four months beginning with the effective date of TANF case closure due to the twenty-four month time limit or beginning with the effective date of termination of transitional Medicaid, or transitional transportation whichever is latest. The termination of transitional Medicaid must be verified by MMIS inquiry. The termination of transitional transportation must be verified by an ESPAS inquiry. ESPAS may be accessed through the ADAPT main menu, option 14. For detailed instructions refer to the ESPAS Manual, Chapter L.

This 24-month period of ineligibility applies to the following individuals:

- A. All natural or adoptive children in the assistance unit who received TANF while the caretaker/parent was participating in the VIEW Program. **For income information for children in a VIEW period of ineligibility, refer to Sections 302.6, 303.3, and 305.4.**
- B. A child subject to the family cap provision;
- C. A baby who is born to the participant or to the minor natural or adoptive child of the participant during the period of ineligibility;
- D. All natural or adoptive children of the participant who move into the participant's home during the period of ineligibility, even if the child did not receive TANF with the participant during VIEW participation or received assistance only for part of the time during VIEW participation; and
- E. Any individual who is sanctioned and is an otherwise required member of the assistance unit.

EXCEPTIONS: (1) If the parent dies during the period of ineligibility, the children of that parent may receive TANF with another specified relative, if otherwise eligible. (2) A minor parent or child who turns 18 during the period of ineligibility may apply and receive TANF in her own right for herself and her child(ren), if otherwise eligible. (3) If it is determined that the parent became disabled during the period of ineligibility or became required to care for a household member with a disability, and such a disability or situation prevents employment, the parent and children in the family may receive TANF benefits without regard to the period of ineligibility. The worker must assist the parent in pursuing other benefits, as appropriate. The disability must be re-evaluated at the time prescribed by the medical statement. The case is to be closed as soon as administratively possible upon verifying that the parent is able to work.

The 24-month period of ineligibility status remains with any participating family member who moves out of his parent's home during the period of ineligibility.

The eligibility worker must inform the caretaker/relative who applies for TANF for such children when the period of ineligibility expires so they may reapply for assistance at that time.

Example #1: Ms. Smith's TANF case was closed effective January 1998, due to expiration of the period of eligibility while she was participating in the VIEW Program. Her son, Joe, who was an assistance unit member while Ms. Smith participated in the VIEW Program, moved to his grandparent's home in June 1998. In that same month, Joe's grandmother filed an application for TANF, for herself and Joe. The application for TANF is denied due to the fact that Joe was an assistance unit member during Ms. Smith's VIEW participation in which the period of eligibility had expired. Joe will remain ineligible for receipt of TANF until the entire 24-month period of ineligibility has expired.

Example #2: Ms. Smith, who is an TANF recipient with her sons Josh and Joe, began participating in the VIEW Program in March 1996. Josh moved out of Ms. Smith's home in June 1996 to move in with his aunt. The aunt applied for TANF, on Josh's behalf, in June 1996. The aunt's TANF application for Josh may be approved, if Josh is otherwise eligible, because Ms. Smith's TANF case was not in a period of ineligibility when Josh left.

NOTE: No member of the assistance unit in a period of ineligibility is eligible for the Diversionary Assistance Program. (See Chapter 800.)

901.12 TRANSFERS - Active VIEW cases transferred to another agency should be treated as follows:

- A. When a VIEW case with no earned income and not in sanction transfers to another agency, the VIEW time clock and the 60-month clock stop until such time as the VIEW worker does an assessment and re-starts the clocks. The receiving agency is responsible for adjusting the clocks after the assessment.
- B. When a VIEW case with earnings transfers to another agency, the VIEW time clock continues.
- C. A sanction period continues when a sanctioned VIEW case transfers to another agency.

901.13 TRANSITIONAL BENEFITS - When a VIEW case closes, the family may be eligible for Medicaid and up to one year of child care, transportation, and employment and training.* Receipt of Medicaid during the VIEW 12-month transitional period does not affect calculation of the 24-month period of ineligibility. Eligibility criteria for transitional benefits are found in:

- A. [Medicaid Manual Volume XIII](#), Section M0320.306 (Low Income Families with Children (LIFC)) and M1520.500 (Extensions of Medicaid Coverage), for Medicaid;
- B. Child Care policy manual for transitional child care;
- C. TANF Manual, [Chapter 1000](#), for transitional transportation and transitional employment and training.

901.14 FULL EMPLOYMENT PROGRAM - The Full Employment Program (FEP) is a subsidized, training-oriented employment **activity for VIEW participants who have been unable to find a job on their own.** FEP uses government funds to directly subsidize wages paid by the employer. Wages are paid through the regular employee payroll based upon hours worked in lieu of TANF benefits. A monthly stipend is issued to the employer for the duration of the FEP placement.

The FEP placement and stipend periods are a fixed six-month period. The placement begins the month FEP employment begins and ends on the last day of the sixth month, e.g., placement begins June 10 and continues through November 30, and the corresponding stipend period begins on July 1 and ends on December 1. The begin date of placement cannot be a date within the last 11 days of the placement month.

A parent or other caretaker-relative may participate in FEP. Only one person in a case can be in FEP at any time. No member of a case serving a VIEW sanction can participate in FEP unless the minimum sanction period has elapsed.

- A. **TANF PAYMENT DIVERTED TO EMPLOYER** - When notified by the VIEW worker of the FEP placement, the eligibility worker must **take action in ADAPT to enroll the individual as a FEP participant and divert monthly payments to the employer.** The EW must send an Advance Notice of Proposed Action (032-03-018) informing the recipient that the TANF payment will be suspended. **Note:** Suspension in the context of FEP participation means that no monthly payment will be issued to the FEP participant while in the placement. It does not mean that action to suspend the payment should be taken in ADAPT, as this would prevent issuance of the monthly stipend to the employer.

The recipient is enrolled in FEP by completing the VIEW Full Employment Program (AEVFEP) and Case Information 2 (AECAS2) screens in ADAPT. The AEVFEP screen must be completed first. In order for the stipend to be issued to the employer, AECAS2 must be completed using a payee type of FP.

If the Eligibility worker receives notification of a FEP placement during the 10 day notice period, the ADAPT system should not be updated until the first of the following month. It will be necessary to issue the initial employer stipend out of Benefit Adjustment. The EW must act on the reported change within 10 days.

Example: On May 23 the Eligibility Worker receives the FEP Communication Form from the VIEW Worker indicating a FEP Placement began on May 18. The Eligibility Worker should wait until June 1 to enter the information into the ADAPT system. A TANF payment will be made to the client for June. This is not an overpayment since the Eligibility Worker was not able to provide timely notice. The initial employer stipend for the month of May should be issued out of TANF Benefit Adjustment at the beginning of June. The June employer stipend, will be issued through the monthly batch process and will be received by the employer the beginning of July.

- B. TANF ELIGIBILITY DURING FEP PLACEMENT - A participant remains eligible for TANF for the duration of the FEP placement, with two exceptions: 1) no eligible children remain in the home and 2) a VIEW sanction is imposed on the FEP case.

Eligibility continues during FEP participation even though changes reported would otherwise cause the case to be ineligible, e.g., a parent with income in excess of 130 percent of the federal poverty level.

1. During placement in FEP employment, the recipient must continue to report required changes (Section 401.2.B.2.), and the changes must be entered in ADAPT. Although the information entered does not affect eligibility of the TANF case, the changes must be evaluated in accordance with Food Stamp and Medicaid requirements and may impact the assistance unit's eligibility for Food Stamps or Medicaid.
2. If a redetermination is due anytime during the FEP placement and the case is receiving TANF and Food Stamps, the redetermination must be completed when due. Changes in the participant's circumstances will not affect TANF eligibility during the FEP placement, except as noted in paragraph B above.
3. If the case is TANF only, the eligibility worker may postpone the redetermination until the last month of the FEP placement, since a full evaluation of eligibility must be completed at that time. In determining ongoing eligibility following termination of the FEP placement, the EW must take into account any changes that have occurred during the placement. If the FEP participant is retained by the employer following termination of the placement, wages received are evaluated the same as for unsubsidized employment.

4. If the FEP participant meets the criteria for interim reporting during the FEP placement, an Interim Report will be sent. However, no negative action can be taken if the Interim Report is not returned and/or completed. ADAPT keeps FEP cases active so as not to interrupt issuance of the stipend to the employer.
- C. ISSUANCE OF STIPEND PAYMENTS TO THE EMPLOYER - The employer stipend is a monthly payment paid as partial reimbursement of expenses incurred by the employer for wages and training provided to the FEP participant. The stipend is a predetermined, fixed amount of \$300 monthly. Stipends are normally issued on the first of each month through the monthly batch process. However, the first stipend must be issued through Benefit Adjustment when ADAPT cannot be updated because of the 10-day timely notice period.
- Stipends are paid beginning the month after the participant enters a FEP placement. FEP stipends are issued for six consecutive months, unless notified by the VIEW worker to discontinue the payments. In no instance are stipends to be paid for more than six months.
- D. ISSUANCE OF TANF PAYMENTS DURING THE FEP PLACEMENT - A supplemental payment to the recipient may be issued in the following situations:
1. The EW is notified by the ESW that the participant worked less than an average of 20 hours per week, with good cause. Good cause means that the failure to work was outside the control of the FEP participant, such as, but not limited to, loss of child care, transportation, illness of the FEP participant or a family member, or another emergency situation. The number of hours worked and good cause are determined by the VIEW worker. If the ESW determines good cause does not exist, no supplement is to be issued.
- The EW will issue a supplemental payment through Benefit Adjustment using gross earnings information provided by the ESW and other countable income received in the month for which the supplement is issued. The amount of the payment is determined using the VIEW calculation. Use ADAPT Option 11 to create the payment. If an overpayment or penalty is in effect, the payment to the FEP participant must be reduced accordingly.
2. Both a TANF payment and monthly FEP stipend must be issued in the final month of the FEP period.
- E. ISSUANCE OF EMPLOYER BONUS - The VIEW worker will notify the eligibility worker on the Full Employment Program Communication Form (032-03-655) when a bonus payment must be issued. The bonus payment is a predetermined, fixed amount of \$500 payable to the employer. A bonus is paid if the participant is hired permanently at any time during the six-month placement period or within 30 calendar days after the placement has ended. The EW will issue the bonus payment through Benefit Adjustment. Only one bonus payment may be issued per VIEW participant per FEP placement.

The bonus cannot be issued in the same month a stipend has been issued. For example, if the final stipend payment is issued in October, the bonus payment cannot be issued until November.

- F. TREATMENT OF CHILD SUPPORT PAYMENTS - FEP participants must continue to redirect all support to the Division of Child Support Enforcement (DCSE) while in a FEP placement. DCSE will issue to FEP participants all child support payments they would otherwise be entitled to receive. This includes \$50 disregard payments, and other support payments they would receive if they were receiving a TANF payment.
- G. TANF MATCH PAYMENTS - TANF Match Payments will continue to be issued based on current support paid to DCSE.
- H. REPLACEMENT OF STIPEND OR BONUS CHECKS - The FEP employer will contact the ESW if check replacement is necessary, and the ESW will notify the EW using the Full Employment Program Communication Form (032-03-655). If a stipend is reported as lost, stolen, or mutilated, follow procedures in Section 502.5.D and Appendix I to Chapter 500 to stop payment.

The employer must complete the required three copies of the Affidavit on Check Endorsement. The employer will determine the appropriate person to complete and sign the affidavit. This is usually an employee in the accounting department with responsibility for endorsing checks received. If the employer endorses his checks with a stamp, the endorsement stamp should be stamped once on the signature section at the end of the affidavit.

ADAPT coding applicable to FEP check replacements is the same as for reissuing or replacing TANF or Diversionary Assistance checks. Once the worker is notified of a lost/stolen/mutilated/returned check, the worker must update the status of the check in Check Handling. If the check was cancelled or mutilated, the replacement check must be issued through TANF Benefit Adjustment. If a Stop Payment is placed against the check, the stipend must be reissued through Check Handling. Under no circumstances should a local check be written to replace the original check.

VIEW GRANT CALCULATION

STEP 1: Determine the total gross earned income of all required assistance unit members. Compare the total gross earned income to the Federal Poverty Level (see Federal Poverty Level Chart found in [Appendix 3](#) of this Chapter) for the appropriate AU size. The federal poverty level is to be applied uniformly in all of the three groupings of localities in Virginia.

If the gross countable earned income equals or exceeds the federal poverty level, the case is ineligible.

If the countable gross earned income is less than the federal poverty level, go to STEP 2.

STEP 2: Determine countable unearned income and compare to the standard of assistance for the AU. TANF Match Payments received are not considered countable income. If the countable unearned income equals or exceeds the standard of assistance, the case is ineligible.

If the countable unearned income is less than the standard of assistance, the difference is the deficit amount. Go to STEP 3.

STEP 3: Use the gross earned income total of all required assistance unit members.

In the following order:

- a. Deduct the standard deduction* as defined in Section [305.3.B.3](#) per **assistance unit** from total gross earned income if the **assistance unit** qualifies for this deduction and the income is not exempted.
- b. Deduct **20% of the remainder.***
- c. Deduct anticipated expenses, up to the allowable maximum as specified in Section [305.3.B.5](#) for care of each child or incapacitated adult included in the assistance unit if the member qualifies for this disregard.

* 22 VAC 40-295-60

STEP 4: Add the total net countable earned income and the TANF deficit from STEP 2. The net countable earned income plus the TANF deficit shall not exceed the federal poverty level. If necessary, reduce the TANF payment so that the total of the net earned income plus the TANF payment equals the federal poverty level.

If the TANF payment calculates to \$9.99 or less, the assistance unit will be ineligible for a money payment; but the case will be deemed to be eligible for TANF (VIEW) and will be carried as an active TANF case.

TANF-UP GRANT CALCULATION

STEP 1: Determine the total gross earned income of all required assistance unit members. Compare the total gross earned income to 150% of the Federal Poverty Level (see [Appendix 3](#) of this Chapter) for the appropriate AU size. One-hundred fifty percent of the federal poverty level is to be applied uniformly in all of the three groupings of localities in Virginia.

If the gross countable earned income equals or exceeds 150% of the federal poverty level, the case is ineligible.

If the countable gross earned income is less than 150% of the federal poverty level, go to STEP 2.

STEP 2: Determine countable unearned income and compare to the standard of assistance for the AU. If the countable unearned income equals or exceeds the standard of assistance, the case is ineligible.

If the countable unearned income is less than the standard of assistance, the difference is the deficit amount. Go to STEP 3.

STEP 3: Use the gross earned income total of all required assistance unit members.

In the following order:

- a. Deduct the standard deduction as defined in Section [305.3.B.3](#) **for the assistance unit** from total gross earned income if the **assistance unit** qualifies for this deduction and the income is not exempted.
- b. Deduct **20%** of the remainder*.
- c. Deduct anticipated expenses, up to the allowable maximum as specified in Section [305.3.B.5](#) for care of each child or incapacitated adult included in the assistance unit if the member qualifies for this disregard.

* 22 VAC 40-295-60

STEP 4: Add the total net countable earned income and the TANF-UP deficit from STEP 2. The net countable earned income plus the TANF-UP deficit shall not exceed 150% of the federal poverty level. If necessary, reduce the TANF-UP payment so that the total of the net earned income plus the TANF-UP payment equals 150% of the federal poverty level.

If the TANF-UP payment calculates to \$9.99 or less, the assistance unit will be ineligible for a money payment; but the case will be deemed to be eligible for TANF-UP (VIEW) and will be carried as an active TANF-UP case.

VIEW GRANT CALCULATION

Example 1 - Earnings

Assistance unit of 2 in a Group II locality. Mom receives a TANF Match Payment of \$135 and earns \$450 gross monthly. The monthly Federal Poverty Level for an assistance unit of 2 is **\$1,070**.

Step (1) - Screening at Federal Poverty Level

\$ 450.00 Gross Monthly Earnings <
\$1,070.00 Monthly Federal Poverty Level for 2

Step (2) - Unearned Income

\$254.00 Standard of Assistance for 2
 0 Unearned Income
\$254.00 TANF Deficit

The TANF Match Payment does not impact the TANF deficit.

Step (3) - Earned Income Disregards

\$450.00 Gross Monthly Earnings
-134.00 Standard Deduction
\$316.00 x 20% = 63.20
- 63.20
\$252.80 Net Earned Income

Step (5) - Add Net Earned Income and TANF Deficit

\$253.00 Net Earned Income
+254.00 TANF Deficit
\$506.80 < Federal Poverty Level

\$254.00 = VIEW Payment (TANF Grant)

Example 2 - Earned and Unearned Income

Assistance unit of 2 in a Group II locality. Mom earns \$300 gross monthly and the assistance unit also received \$120 unearned income monthly.

Step (1) - Screening at Federal Poverty Level

\$ 300.00 Gross Monthly Earnings <
\$1,070.00 Month Federal Poverty Level for 2

Step (2) - Unearned Income

\$254.00 Standard of Assistance for 2
-120.00 Unearned Income
 \$134.00 TANF Deficit

Step (3) - Earned Income Disregards

\$300.00 Gross Monthly Earnings
-134.00 Standard Deduction
 \$166.00 x 20% = 33.20
- 33.20
 \$132.80 Net Earned Income

Step (4) - Add Net Earned Income and TANF Deficit

\$132.80 Net Earned Income
+134.00 TANF Deficit
 \$266.80 < Federal Poverty Level

\$134.00 = VIEW Payment (TANF Grant)

Example 3 - Earnings Result in Ineligibility

Assistance unit of 2 in a Group III locality. Mom earns **\$1090** monthly gross income. The monthly Federal Poverty Level for an assistance unit of 2 is **\$1,070**.

Step (1) - Screening at Federal Poverty Level

\$1,090.00 Gross Monthly Earnings >
\$1,070.00 Monthly Federal Poverty Level for 2

Ineligible.

Example 4 - Deficit must be reduced in order not to exceed the
Federal Poverty Level when added to net earned income

Assistance unit of 2 in a Group III locality. Mom earns **\$1067.00** gross monthly. The monthly Federal Poverty Level for an assistance unit of 2 is **\$1,070**.

Step (1) - Screening at Federal Poverty Level

\$1,067.00 Gross Monthly Earnings <
\$1,070.00 Monthly Federal Poverty Level for 2

Step (2) - Unearned Income

\$323.00 Standard of Assistance for 2
- 0 Unearned Income
 \$323.00 TANF Deficit

Step (3) - Earned Income Disregards

\$1067.00	Gross Monthly Earnings
- 134.00	Standard Deduction
\$ 933.00	x 20% =186.60
- 186.60	
\$ 746.40	Net Earned Income

Step (4) - Add Earned Income and TANF Deficit

\$ 746.40	Net Earned Income
+ 323.00	TANF Deficit
\$1069.40	> Federal Poverty Level

Reduce TANF Deficit:

\$1070.00	Federal Poverty Level
-746.40	Net Earned Income
\$ 323.60	VIEW Deficit

\$323.00 = VIEW Payment

Example 5 - Maximum Reimbursable

Assistance unit of 6 in a Group I locality. Mom earns \$450 gross monthly income. The monthly Federal Poverty Level for an assistance unit of 6 is **\$2,156.00**.

- Step (1) - Screening at Federal Poverty Level
- \$ 450.00 Gross Monthly Earnings <
\$2,156.00 Monthly Federal Poverty Level for 6
- Step (2) - Unearned Income
- \$470.00 Standard of Assistance for 6
 0 Unearned Income
\$470.00 TANF Deficit
- \$443.00 Maximum Reimbursable Amount
- Step (3) - Earned Income Disregards
- \$450.00 Gross Monthly Earnings
-179.00 Standard Work Deduction
\$271.00 x 20% = **54.20**
 54.20
\$216.80 Net Earned Income
- Step (4) - Add Net Earned Income and TANF Deficit
- \$216.80** Net Earned Income
+443.00 Maximum Reimbursable TANF Deficit
\$659.80 < Federal Poverty Level
- \$443.00 = VIEW Payment (TANF Grant)

Example 6 - Earned Income Case with Immunization
Penalty

Assistance unit of 2 in a Group III locality. Mom earns \$960 gross monthly income. One member of the AU receives \$60 SSA monthly. The monthly Federal Poverty Level for an assistance unit of 2 is **\$1070**. There is a \$50 immunization penalty.

- Step (1) - Screening at Federal Poverty Level
- \$ 960.00 Gross Monthly Earnings <
\$1070.00 Monthly Federal Poverty Level for 2

Step (2) - Unearned Income

\$323.00 Standard of Assistance for 2
- 60.00 Unearned Income
\$263.00 TANF Deficit

Step (3) - Earned Income Disregards

\$960.00 Gross Monthly Earnings
-134.00 Standard Deduction
\$826.00 x 20% =165.20

Step (4) - Deduct 20% from \$826.00

\$826.00
-165.20
\$660.80 Net Earned Income

Step (5) Add Net Earned Income and TANF Deficit

\$660.80 Net Earned Income
+263.00 TANF Deficit
\$923.80 < Federal Poverty Level

Reduce TANF Deficit:

\$1070.00 Federal Poverty Level
- 923.80 Net Earned Income + TANF Deficit
\$ 146.20 VIEW Payment (TANF Grant)

Step (6) - Apply Immunization Penalty

\$146.20 VIEW Payment
- 50.00 Immunization Penalty
\$ 96.20 Net VIEW Deficit

\$ 96.00 = VIEW Payment (TANF Grant)

Example 6 - TANF-UP Household

Assistance unit of 4 in a group II locality. Dad earns \$1500 gross income. One-hundred fifty percent of the monthly federal poverty level for an assistance unit of 4 is **\$2,419.**

Step (1) Screening at 150% of the Federal Poverty Level
\$1500.00 Gross Monthly Earnings <
\$2419.00 150% of the Federal Poverty Level

Step (2) Unearned Income
\$ 382.00 Standard of Assistance for 4
\$ 0.00 Unearned Income
\$ 382.00 TANF Deficit

Step (3) Earned Income Disregards
\$1500.00 Gross Monthly Earnings
- 134.00 Standard Deduction
\$1366.00 x 20% = \$273.20
-273.20
\$1092.80 Net Earned Income

Step (4) Add Net Earned and TANF Deficit
\$1092.80
+ 382.00
\$1474.80 < 150% of the Federal Poverty Level

\$ 382 = VIEW Payment (TANF Grant)

2005 FEDERAL POVERTY LEVELSize of Family Unit
GuidelineMonthly Poverty

1.....	\$ 798.00
2.....	\$1,070.00
3.....	\$1,341.00
4.....	\$1,613.00
5.....	\$1,885.00
6.....	\$2,156.00
7.....	\$2,428.00
8.....	\$2,700.00

For each additional person add **\$272**150% of the Federal Poverty Level
(for TANF-UP Families)Size of Family Unit150% of the Federal Poverty Level

1.....	\$1,197.00
2.....	\$1,605.00
3.....	\$2,011.00
4.....	\$2,419.00
5.....	\$2,827.00
6.....	\$3,234.00
7.....	\$3,642.00
8.....	\$4,050.00

For each additional person add **\$408**